

General Government

Department Summary

Dept. Expenditures by Division	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Legislative	136,095	152,085	135,059	164,677
General Management	856,646	705,950	708,634	697,187
Finance	478,855	507,050	479,008	531,123
Legal Services	258,388	216,475	206,475	201,475
Information Systems	368,995	430,986	426,121	433,620
Human Resources	208,725	230,792	208,852	239,173
City Clerk	185,917	206,760	205,185	223,081
Department Total	2,493,621	2,450,098	2,369,334	2,490,336

Dept. Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	1,318,648	1,232,020	1,215,113	1,233,644
Fringe Benefits	399,436	418,973	442,363	510,867
Overtime	1,205	5,500	3,750	5,500
Contractual Labor	4,101	3,500	1,000	2,000
Employee Recognition	-	-	50	315
Personnel Subtotal	1,723,390	1,659,993	1,662,276	1,752,326
Supplies	17,989	35,500	28,600	33,750
Services and Charges	632,346	600,630	558,075	551,025
Miscellaneous	119,896	153,975	120,383	153,235
Department Total	2,493,621	2,450,098	2,369,334	2,490,336

Source of Funds	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Passport Service	21,725	20,000	19,300	18,500
Investment Earnings	73,680	76,000	58,000	60,000
Subtotal	95,405	96,000	77,300	78,500
General Fund	2,398,216	2,354,098	2,292,034	2,411,836
Department Total	2,493,621	2,450,098	2,369,334	2,490,336

Staffing Summary by Division (FTEs)	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
General Management	6.00	4.50	4.50	4.50
Finance	5.00	5.00	5.00	5.00
Information Systems	3.00	3.00	3.00	3.00
Human Resources	2.00	2.00	2.00	2.00
City Clerk	2.00	2.00	2.00	2.00
Department Total FTEs	18.00	16.50	16.50	16.50

General Government

Department Summary

Department Overview:

The General Government Department is comprised of the elected branch of the City government and support staff to the City Council, including the Office of the City Manager, the City Attorney, and the City Clerk. Expenditures for internal service divisions that provide support to all City departments are also included in the General Government Department.

These functions are accounted for in seven divisions. They are Legislative, General Management, Finance, City Clerk, Legal Services, Human Resources, and Information Systems.

Adopted to Estimated Actual FY11:

- Departmental expenditures are expected to be \$80,764 less than budget.
- The variance is primarily attributable to less than anticipated costs for legal services, contracts, employee recruitment and training, and funding to support the activities of the Council-appointed boards and commissions.

FY12 Budget Highlights:

- Departmental expenditures are \$40,238 higher — an increase of 1.6 percent — compared to budgeted expenditures for FY11.
- FTEs remain unchanged.
- Approximately 70 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$92,333 compared to budgeted expenditures for FY11. The increase is attributable to fringe

benefits which include employee health insurance and the City's required pension contribution.

- Approximately 22 percent of departmental expenditures are services and charges. This category includes the City's cost for legal services and other contractual expenditures, including the annual financial audit and computer hardware and software maintenance fees.
- Services and charges are down by \$49,605 compared to budgeted expenditures for FY11.
- Approximately six percent of departmental expenditures are categorized as miscellaneous. The majority of this expense is attributable to the cost of association dues.



General Government

Division – Legislative

Division Purpose:

Accounts for salary and fringe benefits costs of the seven members of the City Council, as well as other expenses related to the activities of the Council. Costs for the biennial City elections are accounted for in this division.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$17,026 less than budget.
- The variance is primarily attributable to lower than anticipated costs for City Council cell phones, City board and commission activities, and City Council meetings and functions.

FY12 Budget Highlights:

- Division expenditures are \$12,592 higher — an increase of 8.3 percent — compared to budgeted expenditures for FY11. The increase reflects \$15,000 budgeted for the November 8, 2011 election and \$10,000 in increased fringe benefits due to State-mandated contributions to the State Retirement and Pension System of Maryland for elected officials.
- Approximately 54 percent of division expenditures are personnel related. Members of the City Council are elected officials and are not reflected in the City's FTE count.
- Services and charges account for about 19 percent of division expenditures. This category includes the cost of cell phones for the City Council (\$4,000) and contractual lobbying assistance (\$26,000). The contractual lobbying assistance will continue to supplement staff resources in addressing legislative matters of concern to the City.
- Approximately 27 percent of division expenditures are categorized as miscellaneous. This category includes conference expenses (\$15,000) and Ward Nights, as well as costs to conduct the November 2011 election.

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Legislative	136,095	152,085	135,059	164,677
Division Total	136,095	152,085	135,059	164,677

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	73,166	73,000	73,000	73,000
Fringe Benefits	5,598	5,585	5,609	15,627
Overtime	-	-	-	-
Personnel Subtotal	78,764	78,585	78,609	88,627
Supplies	18	500	150	250
Services and Charges	23,968	33,500	29,200	31,300
Miscellaneous	33,345	39,500	27,100	44,500
Division Total	136,095	152,085	135,059	164,677

General Government

Division Summary – General Management

	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Division Expenditures				
General Management	856,646	705,950	708,634	697,187
Division Total	856,646	705,950	708,634	697,187

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	499,878	397,221	398,507	397,222
Fringe Benefits	153,021	141,929	164,427	173,850
Overtime	322	500	500	500
Contractual Labor	4,101	3,500	1,000	2,000
Employee Recognition	-	-	-	105
Personnel Subtotal	657,322	543,150	564,434	573,677
Supplies	10,116	14,000	14,000	14,000
Services and Charges	129,876	78,600	63,000	48,750
Miscellaneous	59,332	70,200	67,200	60,760
Division Total	856,646	705,950	708,634	697,187

Staffing Summary by Position Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
FTEs with benefits	6.00	4.50	4.50	4.50
FTEs without benefits	-	-	-	-
Division Total	6.00	4.50	4.50	4.50

Position Title	Adopted FY11	Proposed FY12
City Manager	1.00	1.00
Deputy City Manager	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant I	1.50	1.50
Division Total FTEs	4.50	4.50

General Government

Division – General Management

Division Purpose:

Oversees the daily operations of the City. Provides professional recommendations to the City Council. Implements the policies and strategic objectives of the City Council. Responds to inquiries from City residents and others. Communicates with other governments and agencies.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$2,684 less than budget.

FY12 Budget Highlights:

- Division expenditures are \$8,763 lower — a decrease of 1.2 percent — compared to budgeted expenditures for FY11.
- The budgetary decrease is attributable to contract costs.
- Division FTEs remain unchanged.
- Approximately 82 percent of division expenditures are personnel related.
- Services and charges account for seven percent of division expenditures. This category includes telephone and cell phone charges (\$16,750) and copying/printing costs (\$16,750).
- Approximately nine percent of division expenditures are categorized as miscellaneous. Association dues, including those for the Maryland Municipal League and the Washington Metropolitan Council of Governments, total \$39,060.

Management Objectives:

- Proactively bring to the Council's attention areas where new policies or practices should be considered due to changes in fiscal capacity, technological innovations, or actions of other levels of government.
- Provide periodic progress reports to the City Council on the status of the implementation of the City's Strategic Plan.
- Maintain effective, timely, and equitable communication with all members of the City Council.
- Manage the City government in accordance with the parameters of the City's operating and capital budget. Provide quarterly financial reports to the City Council.
- Promote the interests of the City with other levels of government.
- Ensure that the City is prepared for unanticipated emergencies.
- Continue to explore ways to reduce the City's cost for employee health insurance.

General Government

Division Summary –Finance

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Finance	478,855	507,050	479,008	531,123
Division Total	478,855	507,050	479,008	531,123

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	303,339	307,798	290,030	309,421
Fringe Benefits	86,785	99,672	93,728	115,497
Overtime	-	1,000	200	1,000
Employee Recognition	-	-	50	55
Personnel Subtotal	390,124	408,470	384,008	425,973
Supplies	2,119	3,000	2,800	3,000
Services and Charges	83,153	87,380	89,000	94,850
Miscellaneous	3,459	8,200	3,200	7,300
Division Total	478,855	507,050	479,008	531,123

Staffing Summary by Position Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
FTEs with benefits	5.00	5.00	5.00	5.00
FTEs without benefits	-	-	-	-
Division Total	5.00	5.00	5.00	5.00

Position Title	Adopted FY11	Proposed FY12
Director of Finance	1.00	1.00
Senior Account Clerk	1.00	1.00
Account Clerk II	2.00	2.00
Budget Specialist	1.00	1.00
Division Total FTEs	5.00	5.00

General Government

Division – Finance

Division Purpose:

Assists the departments of the City government in meeting their service objectives by allocating and tracking the organization's financial resources, processing financial transactions and payroll, and providing information and analysis as a basis of decision making. Bills and collects certain revenue sources and provides assistance to taxpayers and other customers. Safeguards and invests City funds.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$28,042 less than budget.
- The variance is primarily attributable to lower than anticipated personnel costs, resulting from a position vacancy for a portion of the fiscal year.

FY12 Budget Highlights:

- Division expenditures are \$24,073 higher — an increase of 4.7 percent — compared to budgeted expenditures for FY11.
- The variance is primarily due to an increase in fringe benefit costs, including employee health insurance and the City's required pension contribution. Contract costs related to the City's annual financial audit also increase.
- Division FTEs remain unchanged.
- Approximately 80 percent of division expenditures are personnel related.
- Other major division expenditures include contractual costs, such as the annual financial audit, and bank charges. Together, these areas account for \$72,000 or about 14 percent, of division expenditures.

Management Objectives:

- Comply with Generally Accepted Accounting Principles.
- Receive an unqualified audit opinion on financial statements.
- Monitor cash flow needs to maximize investment income.
- Obtain Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.
- Ensure the timely, accurate, and equitable collection of all revenues due to the City.
- Support the City Council, City Manager, and City departments through recommendations on resource allocation, fiscal policy, and efficient operations.

Performance/Workload Measures:

Measurement	Actual FY10	Estimated FY11	Projected FY12
Receive an unqualified audit opinion	Yes	Yes	Yes
Obtain Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes
Percentage of employees on payroll direct deposit	78%	83%	84%
Number of payroll checks and direct deposits	5,073	4,800	4,800
Number of accounts payable checks issued	3,377	3,400	3,400
Number of stormwater bills issued	4,153	3,882	3,900
Number of rental license bills issued	390	430	430
Number of refuse bills issued	239	223	220

General Government

Division – Legal

Division Purpose:

Accounts for the cost of legal services. The City Attorney is appointed by the City Council and serves as the primary legal advisor to the City Council, the City Manager, City staff, and City boards and commissions. The City Attorney's Office also represents the City in litigation and hearings and prosecutes violations of the City Code.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$10,000 less than budget.

FY12 Budget Highlights:

- Division expenditures are \$15,000 lower — a decrease of 6.9 percent — compared to budgeted expenditures for FY11.
- The variance is due to the anticipated completion of negotiations with AFSCME and Local 400 in FY11, leading to lower legal costs.
- The services of Silber, Perlman, Sigman, and Tilev, PA are provided under a contractual arrangement. The City Attorney is therefore not reflected in the City's FTE count.
- The firm of Kollman & Saucier, P.A. serves as specialized counsel for employment and labor matters.
- Funding in the amount of \$200,000 is included for legal services. Of this amount, \$175,000 is for services provided by the City Attorney's Office and \$25,000 is for services to be provided by Kollman & Saucier.
- In accordance with the contractual arrangement with Silber, Perlman, Sigman, and Tilev, PA, the City pays certain association dues and conference expenses for the City Attorney. These costs, categorized as miscellaneous, total less than one percent of division expenditures.

Management Objectives:

- Continue to monitor legislative initiatives or court cases that may impact the City of Takoma Park.
- Continue to monitor and respond to legal issues related to the proposed move of Washington Adventist Hospital.
- Working with staff, draft code amendment to implement receivership model for abandoned properties.

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Legal	258,388	216,475	206,475	201,475
Division Total	258,388	216,475	206,475	201,475

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	-	-	-	-
Fringe Benefits	-	-	-	-
Overtime	-	-	-	-
Personnel Subtotal	-	-	-	-
Supplies	-	-	-	-
Services and Charges	257,066	215,000	205,000	200,000
Miscellaneous	1,322	1,475	1,475	1,475
Division Total	258,388	216,475	206,475	201,475

General Government

Division Summary – Information Systems

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Information Systems	368,995	430,986	426,121	433,620
Division Total	368,995	430,986	426,121	433,620

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	188,744	191,589	190,507	191,589
Fringe Benefits	72,305	81,597	82,664	94,031
Overtime	562	2,000	2,000	2,000
Personnel Subtotal	261,611	275,186	275,171	287,620
Supplies	2,641	7,400	7,000	7,100
Services and Charges	103,139	144,500	140,000	131,500
Miscellaneous	1,604	3,900	3,950	7,400
Division Total	368,995	430,986	426,121	433,620

Staffing Summary by Position Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
FTEs with benefits	3.00	3.00	3.00	3.00
FTEs without benefits	-	-	-	-
Division Total	3.00	3.00	3.00	3.00

Position Title	Adopted FY11	Proposed FY12
Information Technology Manager	1.00	1.00
Information Technology Specialist	2.00	2.00
Division Total FTEs	3.00	3.00

General Government

Division – Information Systems

Division Purpose:

Responsible for the proper maintenance and operation of all City operated information system resources, including routers, switches, servers, computers, telephone, and voice-mail systems.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$4,865 less than budget. This is attributable to savings in contract costs.

FY12 Budget Highlights:

- Division expenditures are \$2,634 higher — an increase of less than one percent — compared to budgeted expenditures for FY11.
- The majority of the variance is attributable to increases in fringe benefit costs, which includes employee health insurance and required pension contribution.
- Division FTEs remain unchanged.
- Approximately 66 percent of division expenditures are personnel costs.
- Other major division expenditures include computer software maintenance charges (\$72,000) and contractual technical assistance (\$45,000). Combined, these account for 27 percent of division expenditures.

Management Objectives:

- Manage and maintain City network to ensure maximum availability. Maintain backups of critical software and data.

- Test off-site storage of critical City software applications and data files by performing a disaster recovery event that will test continuity of service plan.
- Continue to use server and workstation virtualization where possible to maximize hardware efficiencies.
- Continue offering in-house computer training to ensure all staff is familiar with software packages used by the City.
- Take advantage of cloud computing possibilities whenever feasible for implementing services not currently offered.
- Continue to replace staff computers as they reach four years of usage.

Performance/Workload Measures:

Measurement	Actual FY10	Estimated FY11	Projected FY12
Number of digital phones supported	155	160	160
Number of cell phones supported (SmartPhones)	62	65	65
Number of voice mail boxes supported	190	195	195
Number of phone system moves, adds, and changes	30	45	65
Number of computers supported	149	155	160
Number of servers	44	50	50
Number of laptop computers supported	12	15	20
Number of printers and copiers	56	56	60
Number of Help Desk calls	2,100	2,500	3,000

General Government

Division Summary – Human Resources

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Human Resources	208,725	230,792	208,852	239,173
Division Total	208,725	230,792	208,852	239,173

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	129,714	133,390	133,899	133,390
Fringe Benefits	35,089	40,952	41,595	48,828
Overtime	87	1,000	450	1,000
Contractual Labor	-	-	-	-
Employee Recognition	-	-	-	155
Personnel Subtotal	164,890	175,342	175,944	183,373
Supplies	1,790	7,100	2,150	6,100
Services and Charges	25,814	25,600	19,500	25,250
Miscellaneous	16,231	22,750	11,258	24,450
Division Total	208,725	230,792	208,852	239,173

Staffing Summary by Position Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
FTEs with benefits	2.00	2.00	2.00	2.00
FTEs without benefits	-	-	-	-
Division Total	2.00	2.00	2.00	2.00

Position Title	Adopted FY11	Proposed FY12
Human Resources Manager	1.00	1.00
Human Resources Analyst	1.00	1.00
Division Total FTEs	2.00	2.00

General Government

Division – Human Resources

Division Purpose:

Responsible for developing and recommending personnel policies. Compiles and publishes personnel regulations. Administers the City's training and risk management programs.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$21,940 less than budget.
- The variance is primarily attributable to lower than anticipated recruiting costs.

FY12 Budget Highlights:

- Division expenditures are \$8,381 higher — an increase of 3.6 percent — compared to budgeted expenditures for FY11.
- The variance is attributable to increases in fringe benefit costs, including employee health insurance and the City's required pension contribution.
- Approximately 77 percent of division expenditures are personnel related.
- Division FTEs remain unchanged.
- Services and charges represent about 11 percent of division expenditures. This category includes the cost of the City's online performance appraisal system (\$11,053).
- Approximately ten percent of division expenditures are categorized as miscellaneous. This category includes \$24,450 for job announcements, background checks, and other employee recruitment costs.

Management Objectives:

- Administer on-line performance management system.
- Working with labor-employment counsel, finalize update of City's employment policies and procedures.
- Implement on-line benefits enrollment.

Performance/Workload Measures:

Measurement	Actual FY10	Estimated FY11	Projected FY12
Average number of employees attending City's Wellness Programs/Seminars	-	15	25
Number of employees participating in defensive driving training	40	77	40
Number of employees participating in City-sponsored Spanish language classes	10	0	15

General Government

Division Summary – City Clerk

Division Expenditures	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
City Clerk	185,917	206,760	205,185	223,081
Division Total	185,917	206,760	205,185	223,081

Division Expenditures by Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
Wages	123,807	129,022	129,170	129,022
Fringe Benefits	46,638	49,238	54,340	63,034
Overtime	234	1,000	600	1,000
Contractual Labor	-	-	-	-
Personnel Subtotal	170,679	179,260	184,110	193,056
Supplies	1,305	3,500	2,500	3,300
Services and Charges	9,330	16,050	12,375	19,375
Miscellaneous	4,603	7,950	6,200	7,350
Division Total	185,917	206,760	205,185	223,081

Staffing Summary by Position Type	Actual FY10	Adopted FY11	Estimated FY11	Proposed FY12
FTEs with benefits	2.00	2.00	2.00	2.00
FTEs without benefits	-	-	-	-
Division Total	2.00	2.00	2.00	2.00

Position Title	Adopted FY11	Proposed FY12
City Clerk	1.00	1.00
Assistant City Clerk	1.00	1.00
Division Total FTEs	2.00	2.00

General Government

Division – City Clerk

Division Purpose:

Responsible for managing the preparation of Council meeting agendas and recording Council minutes. Manages and protects official records of the City and ensures proper codification of ordinances. Serves as election administrator for all City elections. Responds to inquiries from City residents and others concerning City policies, procedures, and records. Performs a variety of general administrative services.

Adopted to Estimated Actual FY11:

- Division expenditures are expected to be \$1,575 lower than budget.
- The variance is primarily attributable to lower than anticipated costs for postage and attendance at training sessions.

FY12 Budget Highlights:

- Division expenditures are \$16,321 higher — an increase of 7.9 percent — compared to budgeted expenditures for FY11.
- The majority of the budgetary increase is attributable to contractual costs and fringe benefit costs, including employee health insurance and the City's required pension contribution.
- Division FTEs remain unchanged.
- Approximately 86 percent of division expenditures are personnel related.
- Services and charges account for nine percent of division expenditures. This category includes \$5,000 for supplements to the City Code and \$5,000 to have archival minutes scanned for online publishing.

Management Objectives:

- Work with the Board of Elections to plan and conduct the November 2011 election.
- Focus board, commission and committee member recruitment in targeted, less represented areas.
- Scan archival minutes and make them available on the City website.

Performance/Workload Measures:

Measurement	Actual FY10	Estimated FY11	Projected FY12
Number of candidates for office processed	10	No Election	10
Percentage of voter turnout * 11/09 and 11/11 Elections	15.9%	No Election	20.0%
Number of Council meetings supported	44	45	44
Number of other meetings supported	28	28	28